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## PART II-A

### GOVERNMENT OF MEGHALAYA ORDERS BY THE GOVERNOR

#### NOTIFICATIONS

The 28th May, 2008.

**No.HPL.109/2005/255.**—In exercise of the powers conferred by Section 25 of the Private Security Agencies (Regulation) Act, 2005 (Act 29 of 2005), the Governor of Meghalaya is hereby pleased to make the following rules, namely.—

1. **Short title and commencement.**— (1) These rules may be called the Meghalaya Private Security Agencies Rules, 2008.  
(2) They shall come into force with effect from the date of their publication in the Official Gazette.
2. **Definitions** .- (1) In these rules, unless the context otherwise requires –
  - (a) “Act” means the Private Security Agencies (Regulation) Act, 2005;
  - (b) “Agency” means the Private Security Agency;
  - (c) licenced under Section 4 of the Act;
  - (d) “Controlling Authority” means Commissioner & Secretary to the Government of Meghalaya, Home (Police) Department;
  - (e) “Form” means Form appended to these rules;
  - (f) “License” means a license granted under the Act;
  - (g) “Official Gazette” means the Gazette of Meghalaya; and
  - (h) “Rules” means the Meghalaya Private Security Agency Rules, 2007.

(2) Words and expressions not defined in these rules but defined in the Act, shall have the same meaning respectively assigned to them in the Act.
3. **Verification of the antecedents of the applicants.** – (1) Every applicant while making an application to the Controlling Authority for the issue of a fresh license or renewal shall enclose the Form 1 for verification of his antecedents. If the application is a company, a firm or an association of persons, the application shall be accompanied by Form 1 for every proprietor or majority shareholder, partner or director of the company, as if they were also the applicants.

(2) On receipt of such application the Controlling Authority shall make such inquiries, as it considers necessary to verify the contents of the application and the particulars of the applicant;

(3) The controlling Authority shall obtain a no objection certificate from the District Superintendent of Police of the concerned District where the Agency intends to commence its activities. For this purpose it will send to him a copy of the application for license and its attachments for verification and report;

(4) The District Superintendent of Police in addition to causing of verification of antecedents of every individual in whose name the antecedent form is filled up, shall also furnish the following information, namely, -

- (i) whether the applicant or the company has earlier operated any Private Security Agency, either individually or in partnership of others and if so, the details thereof; and
- (ii) whether the applicant possesses any special qualification or skill, which may facilitate his operations of Private Security Agency.

4. **Verification of character and antecedents of the private security guard and supervisor.** -

(1) Before any person is employed or engaged as a security guard or supervisor, the Agency shall satisfy itself about the character and antecedents of such person in any one or more of the following manners, namely, -

- (a) by verifying the character and antecedent of the person by itself.
- (b) by relying upon the character and antecedent verification certificate produced by the person:

Provided that the character and antecedent certificate shall be valid and the Agency does not have any adverse report regarding the person's character and antecedents from any other source as prescribed hereinunder.

- (c) by relying on the report received from the Police authorities signed under the authority of the District Superintendent of Police or an officer of the equivalent or higher rank.

(2) The person desirous of getting employed or engaged as security guard or supervisor shall submit Form II to the Agency. If the person has stayed in more than one District during the last five years, the number of forms will be as many as the number of Districts he resided.

(3) The Agency shall cause an inquiry into the correctness of the particulars filled in either by itself or by sending the form to the respective District Superintendent of Police.

(4) A request for the service of character and antecedent verification by police shall be accompanied by an application fee of rupees fifty by way of challan under the receipt head of account payable to the Controlling Authority.

(5) The police will establish identity of the individual and verify the character and antecedents of the person by making a visit to the locality where the person claims to have resided or residing and ascertain his identity and reputation from the respectable residents of the locality. They will also consult the police station record of the concerned police station and other records at the District Police Headquarter before preparing the character and antecedents verification report. This report will contain the comments of the police on every claim of the person in character and antecedent Form II and also a general report about his activities including means of livelihood in the period of verification. The police will specifically state if there is a criminal case registered against the person at any point

of time or if he has ever been convicted of criminal offence punishable with imprisonment. The Police will conduct two-tier character and antecedent verification of the applicant, one by the District Special Branch/DSB and other by the Special Branch (Hqr.).

(6) The police will specifically comment if engaging or employing the person under verification by the Private Security Agency will pose a threat to National Security. Character and Antecedent verification report will contain the specific comments of District SP and SB (Hqr.) whether the applicant is a threat to national security.

(7) The Police authorities shall ensure that character and antecedent verification report is issued within ninety days of the receipt of the character and antecedent Form III.

(8) The report of the police regarding character and antecedents of a person will be graded as confidential. It will be addressed in closed cover to a Controlling Authority of the Security Agency requesting for character and antecedents.

(9) Character and antecedents verification report once issued will remain valid for three years.

(10) On basis of police verification and on the basis of their own verification, the Agency shall issue in Form III a character certificate and this certificate will not be taken back by such Agency even if the person ceases to be the employee of that Agency.

5. **Security training** . – (1) The Controlling Authority shall frame the training syllabus required for training the security guards through the agencies of Civil Defence and Home Guards to be assisted by Police Department. The Government may notify training Center for Private Security Guards and Supervisors and fees, if any, to be realized for imparting the training as may be notified:

Provided that no training will be required to be conducted for security Guards and Supervisors, who are ex-servicemen/ex-paramilitary/ex-policemen.

- (2) The training will include the following subjects, namely, –
- (a) Conduct in public and correct wearing of uniform;
  - (b) Physical fitness training;
  - (c) Physical security, security of the assets, security of the building or apartment, personnel security, household security;
  - (d) Fire fighting;
  - (e) Crowd control;
  - (f) Examining identification papers including identity cards, passports and smart cards;
  - (g) Ability to read and understand English alphabets and Arabic numerals as normally encountered in the identification documents, arms licence, travel documents and security inspection sheet;
  - (h) Identification of improvised explosive devices;
  - (i) First-Aid;
  - (j) Crisis response and disasters management;
  - (k) Defensive driving (compulsory for the driver of Armored vehicle and optional for others);

- (l) Handling and operation of non-prohibited weapons and firearms (optional);
- (m) Rudimentary knowledge of Indian Penal Code, right to private defense, procedure for lodging first information report in the police station, Arms Act (only operative sections), Explosives Act (operative sections);
- (n) Badges of rank in police and military forces;
- (o) Identification of different types of arms in use both by public and police;
- (p) Use of Security equipments and devices (for example; security alarms and screening equipments); and
- (q) Leadership and management (for supervisors only).

(3) The security guard will have to successfully undergo the training prescribed by the Controlling Authority. On completion of the training each successful trainee will be awarded a certificate in Form IV by the training institute or organization.

(4) The Controlling Authority will inspect the functioning of training facility from time to time either by itself or through its own officers. Normally such inspection will be conducted at least two times every year.

**6. Standard of physical fitness and Educational qualification for security guards.** – (1) A person shall be legible for being engaged or employed as security guard if he fulfills the standard of physical fitness as specified below:-

- (i) Physical Standards :-
  - (i) Heights :- 157 Cms for SC/ST  
162 Cms for General.
  - (ii) Chest:- Normal Expanded  
79 Cms 83 Cms
- (ii) A candidate should not suffer from any of the following physical deformities: -
  - (i) knock knees
  - (ii) bad eyesight
  - (iii) color blindness
  - (iv) flat foot
  - (v) night blindness
  - (vi) defective alignment of eyes
  - (vii) any other defects which will render him unfit for police duties.
- (iii) The candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(2) A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.

- (3) Agency shall ensure that every security guard working for it undergoes a medical examination after every twelve months from his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the entry level.
- (4) For employment of security guard, the educational qualification shall be class VIII passed.
7. **Provision for Supervisors** :- (1) There shall be one supervisor to supervise the work of not more than fifteen private security guards.
- (2) The educational qualification for employment as Supervisor shall be SSLC passed or equivalent:
- Provided that no such educational qualification shall be required for employment of ex-servicemen/ex-paramilitary/ex-policemen, who during their previous services qualified under their respective rules.
- (3) In case the private security guards are on security duty in different premises and it is not practical to supervise their work by one supervisor, the Agency shall depute more number of supervisors so that at least for every six private security guards there is one supervisors available for assistance, advice an supervision.
- (4) Employment details as specified in sub-rule 3 of Rule 7 shall be supplied in Forms V in respect of Supervisor and in Form VI in respect of Security guard.
8. **Manner of making application for grant of licence** . – (1) Every application by an Agency for the grant of a licence under clause (1) of Section 7 of the Act, shall be made to the Controlling Authority in the format prescribed in Form VII.
- (2) Every application referred to in sub-rule (1) shall be accompanied by a demand draft or banker's cheque showing the payment of fees as prescribed under clause (3) of Section 7, payable to the Controlling Authority.
- (3) Every application referred to in sub-rule (1) shall be either personally delivered to the Controlling Authority or sent to him by registered post.
- (4) On receipt of the application referred to in sub-rule (1), the Controlling Authority shall after noting thereon the date of receipt by him of the application, grant an acknowledgement to the applicant.
9. **Grant of licence** . – (1) The Controlling Authority, after receiving an application under sub-rule (1) of Rule 8 shall grant a licence to the private security agency in Form VIII after completing all the formalities and satisfying itself about the suitability of the applicant and also the need for granting the licence for the area of operation applied for.
- (2) The Controlling Authority either by itself or through its officers may verify the training and skills imparted to the private security guards and supervisors of any private security agency.
- (3) A copy of license should be furnished by controlling authority to Superintendent of Police of the concerned district for record.
10. **Conditions for grant of licence** . – (1) The licensee shall successfully undergo a training relating to the private Security Services as prescribed by the Controlling Authority within a time framed fixed by it. The syllabus of training for the licensee and the training institute where such training will be conducted shall be notified by the Government.

(2) The Licencee shall intimate the name, parentage, date of birth, permanent address, address for correspondence and the principal profession of each person forming the Agency within fifteen days of receipt of the license to the Controlling Authority.

(3) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency, change of management within seven days of such change.

(4) The licensee shall immediately intimate to the Controlling Authority about any criminal charge framed against the persons forming the Agency or against the private security guard or supervisor engaged or employed by the Agency, in the course of their performance of duties as private security Agency. A copy of such communication shall also be sent to the officer in charge of the police station where the person charged against resides.

(5) Every licensee shall abide by the requirements of physical standards for the private security guards and their training as prescribed in these rules as the condition on which the licence is granted.

(6) Save as provided in these rules, the fees paid for the grant of licence shall be non-refundable.

11. **Renewal of licence** . – (1) Every Agency shall apply to the Controlling Authority for renewal of the licence.

(2) The Fees chargeable for renewal of the licence shall be the same as for the grant thereof.

12. **Conditions for renewal of licence**. – The renewal of the licence will be granted subject to the following conditions, namely, –

- (i) The applicant continues to maintain his principal place of business in the jurisdiction of the Controlling Authority;
- (ii) The applicant continues to ensure the availability of the training for its private security guards and superiors required under sub section (2) of Section 5 of the Act;
- (iii) The applicant continues to adhere to the license conditions;
- (iv) The police have no objection to the renewal of the license to the applicant.

(3)\* The form for application of renewal of licence will be same as the form for the application for original licence.

13. **Appeals and procedure**. – (1) Every appeal under sub-section (1) of Section 14 of the Act shall be preferred in Form IX signed by the aggrieved person or his authorized advocate and presented to the appellate officer in person or sent to him by registered post.

(2) The Controlling Authority may prescribe a fee for the appeal to be filed under Section 14 of the Act and the manner in which such fee will be paid.

14. **Register to be maintained by the Agency** . – The register required to be maintained under the Act by the Agency shall be in Form X.

15. **Photo identity card** . – (1) Every photo identity card issued by the Agency under sub-section (2) of Section 17 shall be in Form XI.

(2) The photo identity card shall convey a full-face image in color, full name of the private security guard, name of the Agency and the identification number of the individual to whom the photo identity card is issued.

(3) The photo identity card shall clearly indicate the individual's position in the Agency and the date up to which the photo-identity card is valid.

(4) The photo identity card shall be maintained up to date and any change in the particulars shall be entered therein.

(5) The photo identity card issued to the private security guard will be returned to the Agency issuing it, once the private security guard is no longer engaged or employed by it.

(6) Any loss or theft of photo identity card will be immediately brought to the notice of the Agency that issued it.

**16. Other conditions .** – (1) Notwithstanding whether the Agency mandates its private security guards to put on uniform while on duty or not, every private security agency will issue and make it obligatory for its security guards to put on:

- (a) an arm badge distinguishing the Agency;
- (b) shoulder or chest badge to indicate his position in the organization;
- (c) whistle attached to the whistle cord and to be kept in the left pocket;
- (d) shoes with eyelet and laces;
- (e) a headgear which may also carry the distinguishing mark of the Agency;

(2) The clothes worn by the private security guard while on active duty shall be such that they do not hamper in his efficient performance. In particular they will neither be too tight nor too loose as to obstruct movement or bending of limbs.

(3) Every private security guard while on active security duty will wear and display photo identity card issued under section 17 of the Act, on the outer most garment above waist level on his person in a conspicuous manner.

Addl. Chief Secretary to the Govt. of Meghalaya,  
Home (Police) Department

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**Form I**

{see sub-rule (1) of Rule 3}

Form for verification of Antecedents of Applicant.

Thumb Impression\* of the Applicant \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

For official use only		
Form number	Name of the police station sent for police verification	Date

Fee Amount Rs. \_\_\_\_\_ Cash/D.D. \_\_\_\_\_ Name of Bank \_\_\_\_\_

D.D. No. \_\_\_\_\_.

Date of Issue \_\_\_\_\_

Please read the instructions carefully before filling the form. Please fill in **BLOCK LETTERS ; (CAUTION : Please furnish correct information. Furnishing of incorrect information or suppression of any factual information in the form will render the candidate unsuitable for grant of license)**

1. Name of applicant (Initials not allowed)  
Last name \_\_\_\_\_ First name \_\_\_\_\_
  2. If you have ever changed your name, please indicate the previous name(s) in full:  
\_\_\_\_\_
  3. Sex (male/female) \_\_\_\_\_.
  4. Date of birth \_\_\_\_\_
  5. Place of Birth : Village/Town \_\_\_\_\_  
District \_\_\_\_\_ State & Country \_\_\_\_\_.
  6. Father's full name/Legal Guardian's full name (including surname, if any) : (Initials not allowed)  
\_\_\_\_\_.
  7. Mother's full name (including surname, if any): (initials not allowed)  
\_\_\_\_\_.
  8. If married, full name of spouse (including surname, if any). (initials not allowed):  
\_\_\_\_\_.
  9. Present residential address, including Street No./police station, village and District (with PIN code).  
\_\_\_\_\_.
- Telephone No./Mobile No. \_\_\_\_\_.



10. Please give the date since residing at the above-mentioned address (e.g.) date, months and year.

11. Permanent address including Street No./police station, village and District (with PIN code):

12. If you have not resided at the address given at COLUMN (9) continuously for the last five years. Please furnish the other address (addresses) with duration(s) resided. You should furnish additional photocopies of this form for each additional place of stay during the last five year. Forms may be photocopied, but photograph and signature in original are required on each form.

From	To	From	To

13. In case of stay abroad particulars of all places where you have resided for more than one year after attaining the age of twenty-one years:

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14. Other details:

(a) Educational Qualifications:

(b) Previous positions held in any along with name and address of employers:

(c) Reason for leaving last employment:

(d) Visible Distinguishing Mark:

15. Did you earlier operated any Private Security Agency or were its partner, majority shareholder or Director? If yes, then furnish the name, address of the Agency and its license particulars.

16. Are you a citizen of India by : birth/descent/registration/naturalization: If you have ever possessed any other citizenship, please indicate previous citizenship

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17. Have you at any time been convicted by a Court in India for any criminal offence and sentenced to imprisonment? If so, give name of the court, case number and offence. (Attach copy of judgment)

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18. Are any criminal proceedings pending against you before a Court in India? If so, give name of court, case number and offence:

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## 19. Self-declaration:

The informations given by me in this form and enclosures are true and I am solely responsible for accuracy.

(Signature/T.I\* of applicant)

Date :

Place :

## 20. Enclosures :

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(Signature/T.I\* of applicant)

(\* Left hand thumb impression if Male and Right hand thumb impression if female)

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FOR OFFICE USE ONLY:

File No. : \_\_\_\_\_

Date of issue of C&A Report. \_\_\_\_\_

Signature of Police Station In-charge)

Name of Police Station \_\_\_\_\_

Name of Police District \_\_\_\_\_

\* N.B. Cancel whatever is not applicable.

**FORM – II**

{See sub-rules (2) of rule 4}

**Form of verification of Character and antecedents of Security Guard and Supervisor.**

Thumb Impression of the Applicant \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_.

For Official use only		
Form number	Name of the police station sent for police verification.	Date

Fee Amount Rs. \_\_\_\_\_ Cash/D.D. \_\_\_\_\_ Name of Bank \_\_\_\_\_

D.D. No. \_\_\_\_\_.

Date of Issue \_\_\_\_\_

Please read the instructions carefully before filling the form. Please fill in **BLOCK LETTERS** : **(CAUTION** : Please furnish correct information. Furnishing of incorrect information or suppression of any factual information in the form will render the candidate unsuitable for employment/engagement in the Private Agency.)

1. Name of applicant (Initials not allowed)

Last name \_\_\_\_\_ First name \_\_\_\_\_

2. If you have ever changed your name, please indicate the previous name(s) in full:

\_\_\_\_\_

3. Sex (male/female) \_\_\_\_\_.

4. Date of birth \_\_\_\_\_

5. Place of Birth : Village/Town \_\_\_\_\_

District \_\_\_\_\_ State &amp; Country \_\_\_\_\_.

6. Father's full name/Legal Guardian's full name (including surname, if any) :

(Initials not allowed) \_\_\_\_\_.

7. Mother's full name (including surname, if any): (initials not allowed)

\_\_\_\_\_.

8. If married, full name of spouse (including surname, if any). (initials not allowed):

\_\_\_\_\_.

9. Present residential address, including Street No./Police Station, Village and District (with PIN code).

\_\_\_\_\_  
\_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_.

10. Please give the date since residing at the above-mentioned address (e.g.) date months and year.

\_\_\_\_\_.

11. Permanent address including Street No./Police Station, Village and District (with PIN code):

\_\_\_\_\_

\_\_\_\_\_.

**12. If you have not resided at the address given at COLUMN (9) continuously for the last five years. Please furnish the other address (addresses) with duration(s) resided. You should furnish additional photocopies of this form for each additional place of stay during the last five year. Forms may be photocopied, but photograph and signature in original are required on each form.**

From	To	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13. In case of stay abroad particulars of all places where you have resided for more than one year after attaining the age of twenty-one years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Other details:

(a) Educational Qualifications: \_\_\_\_\_.

(b) Previous posts held along with name and address of employer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) Reason for leaving last employment:

\_\_\_\_\_

\_\_\_\_\_

(d) Visible Distinguishing Mark: \_\_\_\_\_.

(e) Height (cms) \_\_\_\_\_.

15. Are you working in Central Government/State Govt./PSU/Statutory Bodies : **Yes/No.**

16. Are you a citizen of India by : birth/descent/registration/naturalization: If you have ever possessed any other citizenship, please indicate previous citizenship

\_\_\_\_\_

\_\_\_\_\_.

17. Have you at any time been convicted by a court in India for any criminal offence and sentenced to imprisonment? If so, give name of the court, case number and offence. (Attach copy of judgment)

\_\_\_\_\_.

18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, case number and offence:

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19. Has any court issued a warrant or summons for appearance or warrant for arrest or an order prohibiting your departure from India? If so, give name of court, case number and offence.

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20. Self-declaration:

The informations given by me in this form and enclosures are true and I am solely responsible for accuracy.

(Signature/T.I\* of applicant)

(\* Left hand thumb impression if Male and Right hand thumb impression if female)

Date :

Place :

21. Particulars or person to be intimated in the event of death or accident:

Name: \_\_\_\_\_

Address:

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Mobile/Tel. No. \_\_\_\_\_.

22. Enclosures:

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(Signature/T.I\* of applicant)

FOR OFFICE USE ONLY:

File No. : \_\_\_\_\_

Date of issue. \_\_\_\_\_

Signature of Police Station In-charge)

Name of Police Station \_\_\_\_\_

Name of Police District \_\_\_\_\_

\* N.B. Cancel whatever is not applicable.

**FORM – III**

{See sub-rule (5)(7) &amp; (10) of Rule 4}

**CHARACTER AND ANTECEDENT CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ son/ Daughter of \_\_\_\_\_ whose particulars are given below has good moral character and reputation and that the applicant has been staying at the following address continuously for the last one year.

Date of birth :

Place of birth :

Educational Qualification :

Profession :

Present Address :

Permanent Address :

Issuing Authority:

Signature:

Name :

Designation:

Address/Tel.No. :

Date of Issue

**FORM – IV**

{See sub-rule (3) of Rule 5}

**Training Certificate**

Serial number –

Name of the Training Agency

Address of the Training Agency

**License No.**

Certified that \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ resident of \_\_\_\_\_ has completed the prescribed training for the  
engagement or employment as a Private Security Guard from \_\_\_\_\_ till \_\_\_\_\_.

His signature is attested below.

Signature of the Certificate Holder:

Signature of issuing authority  
Designation

Place of issue:

Date of issue:

**FORM – V**

(See sub-rule (4) of Rule – 7)

DETAILS OF SUPERVISORS (USE SEPARATE SHEET FOR EACH SUPERVISORS)

Photo

**1. Details of Supervisor:-**

- (a) Name :- \_\_\_\_\_ Rank :- \_\_\_\_\_
- (b) Sex :- \_\_\_\_\_
- (c) Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of birth \_\_\_\_\_
- (d) Permanent Address: - \_\_\_\_\_
- (e) Local Address: - \_\_\_\_\_
- (f) Educational Qualification : \_\_\_\_\_ Name of the Institution: \_\_\_\_\_
- (g) Parentage :-
- (i) Father's Name :- \_\_\_\_\_
- (ii) Mother's Name :- \_\_\_\_\_
- (h) Telephone :- Land Line No. \_\_\_\_\_ Cell No. \_\_\_\_\_
- (i) Date of Joining : \_\_\_\_\_ Monthly Salary : \_\_\_\_\_
- (j) Previous Records of employment (Details of such employment records)
- (k) Any Criminal Case Registered (Brief Details thereof) :- \_\_\_\_\_
- (l) Training :-**
- Name and Place of Training Institution: - \_\_\_\_\_
- (i) Equipments Details: - \_\_\_\_\_
- (ii) Training Period w.e.f. : - \_\_\_\_\_
- (iii) Details of Training as Security Guard :- \_\_\_\_\_



**FORM – VI**

(See sub-rule (4) of Rule – 7)

**DETAILS OF SECURITY GUARD (USE SEPARATE SHEET FOR EACH GUARDS)**

PHOTO

## 1. Details of Security Guard :-

- (a) Name :- \_\_\_\_\_ Rank :- \_\_\_\_\_
- (b) Sex :- \_\_\_\_\_
- (c) Age :- \_\_\_\_\_ Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_
- (d) Permanent Address:- \_\_\_\_\_
- (e) Temporary/Local Address:- \_\_\_\_\_
- (f) Educational Qualification:- \_\_\_\_\_ Name of the Institution:- \_\_\_\_\_
- (g) Parentage:-  
(i) Father's Name :- \_\_\_\_\_  
(ii) Mother's Name:- \_\_\_\_\_
- (h) Telephone : Land Line No. \_\_\_\_\_ Cell No. \_\_\_\_\_
- (i) Date of Joining \_\_\_\_\_ Monthly Salary \_\_\_\_\_
- (j) Previous Records of employment (Details of such employment records)
- (k) Any Criminal Case Registered (Brief Details thereof):- \_\_\_\_\_
- (l) Training: -**  
Name and Place of Training Institution: - \_\_\_\_\_  
(i) Equipments details : \_\_\_\_\_  
(ii) Training Period w.e.f. : \_\_\_\_\_  
(iv) Details of Training as Security Guard : \_\_\_\_\_

**FORM – VII**

{See sub-rule (1) of Rule 8}

**APPLICATION FOR NEW LICENCE/RENEWAL OF LICENCE TO ENGAGE IN THE BUSINESS OF  
PRIVATE SECURITY AGENCY**

To,

The Controlling Authority,

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The undersigned here by applies for obtaining a licence to run the business of operating services in the area of Private Security Agencies.

1. Full name of the applicant :
2. Nationality of the applicant :
3. Son/wife/daughter of :
4. Residential Address :
5. Address, where the applicant desires to start his Agency :
6. Name of the Private Security Agency :
7. Name and addresses of Proprietor, Partner, Majority shareholder, Director and Chairman of the Agency :
8. Name and extent of facilities available :
9. Qualifications of staff engaged for imparting instructions :

Name : \_\_\_\_\_

Age : \_\_\_\_\_

Designation : \_\_\_\_\_

10. Equipments which will be used for Security services :
  - (a) Door Framed Metal Detector (DFMD)
  - (b) Hand Held Metal Detector (HHMD)
  - (c) Mine detector

## (d) Other Detectors

- (i) Wireless Telephones
- (ii) Alarm Devices
- (iii) Armored Vehicles
- (iv) Arms

11. The particulars of the Uniform including color in case the applicant intends to use any uniform for the Private Security Guards and Supervisors of the Agency:
12. Does the applicant intends to operate in more than one districts? If so the name of the District : (1)  
(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
(4) \_\_\_\_\_ (5) \_\_\_\_\_
13. Does the applicant intend to operate in the entire state?
14. Does the applicant possesses the training facility in its own or will get it on outsourcing basis? The name and address of training facility should be furnished.

Signature :

Name of the Applicant :

Address of the applicant :

Telephone number of the applicant :

Date of application :

Enclosure :

1. Copy of current Income tax Clearance Certificate.
2. Affidavit as prescribed in sub-section (2) of Section 7 of the Act.
3. Other enclosures.

**FORM – VIII**

{See sub-rule (1) of rule 9}

GOVERNMENT OF \_\_\_\_\_

Licence to engage in the business of Private Security Agency

Serial No. : \_\_\_\_\_

Date : \_\_\_\_\_

Shri \_\_\_\_\_ (name of the Applicant) son of  
\_\_\_\_\_ R/o \_\_\_\_\_

\_\_\_\_\_ (Full Address) \_\_\_\_\_

\_\_\_\_\_ is granted the licence by the Controlling Officer for the  
State of \_\_\_\_\_ to run the business of Private Security Agency in the district(s) of/  
State of (Strike of the inapplicable words) \_\_\_\_\_ with office at  
\_\_\_\_\_ (address of the office)

Place of Issue : \_\_\_\_\_

Date of issue : \_\_\_\_\_

This licence is valid up to : \_\_\_\_\_

Signature :

Name of granting Authority :

Designation :

Official Address :

**RENEWAL****(See rule 11)**

Date of Renewal :

Date of expiry :

- 1.
- 2.
- 3.
- 4.

Signature :

Name of renewing Authority :

Designation :

Official Address :

**FORM – IX**

{See sub-rule (1) of rule 13}

**Form for Appeal**

An Appeal under section 14 of the Act

Appellant \_\_\_\_\_

S/o. \_\_\_\_\_ R/o. \_\_\_\_\_

***-Versus-***

Controlling authority/ \_\_\_\_\_

The \_\_\_\_\_ above named appeal to the \_\_\_\_\_ (State Home Secretary) \_\_\_\_\_  
from the order of (Controlling Authority) dated \_\_\_\_\_ day of \_\_\_\_\_ and against refusal of licence to run  
Private Security Agency \_\_\_\_\_ and sets forth the following grounds of objection to the order appeal from  
namely \_\_\_\_\_:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Enclosed list of documents

\_\_\_\_\_

Signature :

Name and designation of the Appellant :

**FORM – X**  
(See rule 14)

**Register of Particulars**

**(Part – I Management details)**

Sl. No.	Name of person(s) managing the Agency	Parent's/ Father's name	Present address & Phone No.	Permanent Address	Nationality	Date of Joining/ Leaving
1.						

**(Part – II Private Security Guards and Supervisor)**

Sl. No.	Name of Guard/ Supervisor	Father's name	Present address & Phone No.	Date of Joining/ Leaving the Agency	Permanent Address	Photograph	Badge No.	Salary with date
1.								
2.								

**(Part – III Customers)**

Sl. No.	Name of the Customer & Phone No.	Address of the place where Security is provided	Number and ranks of Security Guards provided	Date of commencement of service	Date of discontinuation of services

**(Part – IV Duty Roster)**

Sl. No.	Name of the Private Security Guard/Supervisor	Address of the place of duty	Whether provided with any arms/ ammunition	Date and time of commencement of duty	Date and time of ending of duty

**FORM – XI**  
(See Rule 15)

Photo Identity Card for Private Security Guard/Supervisor

(Name of the Private Security Agency with address)

Insignia of  
Private Security  
Agency

Name : \_\_\_\_\_

No./Membership No. (for ex-Army men only) : \_\_\_\_\_

Service No. (for ex-Army men only) : \_\_\_\_\_ Regt. : \_\_\_\_\_

Name &amp; Rank : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Blood Group : \_\_\_\_\_

Address : \_\_\_\_\_

Date of Issue : \_\_\_\_\_ Valid up to : \_\_\_\_\_

Signature of Card holder : \_\_\_\_\_

Signature of Issuing Authority.

Official Seal:

( )  
Commissioner & Secretary to the Govt. of Meghalaya,  
Home (Police) Department.

The 29th May, 2008.

**No.HPL.65/74/157.**—In exercise of the powers conferred by sub-section (1) of Section 18 of the Meghalaya Village Defence Organisation Act (Assam Act XXII of 1966 as adapted by Meghalaya), the Governor of Meghalaya is pleased to make the following rules :-

#### CHAPTER - I GENERAL

1. **Short title and commencement** - (1) These rules may be called the Meghalaya Village Defence Organisation Rules, 2008.
2. **Definitions** - In these rules, unless there is anything repugnant in subject or context-
  - (a) "Act" means the Meghalaya Village Defence Organisation Act (Assam Act XXII of 1966 as adapted by Meghalaya);
  - (b) "Adult" means a person who is not below the age of 18 years;
  - (c) "Adviser" means the Honorary Adviser or such other person who shall be appointed to act as Adviser by the State Government;
  - (d) "Advisory Committee" means a District Advisory Committee, a Sub-Divisional Advisory Committee or a Thana Advisory Committee constituted under the provision of these rules;
  - (e) "Chief Controller" means any officer not below the rank of Deputy Inspector General of Police appointed by the State Government as Chief Controller;
  - (f) "District Village Defence Officer" means the Superintendent of Police of the District concerned;
  - (g) "Form" means form appended to these rules;
  - (h) "Government" means the State Government of Meghalaya;
  - (i) "Member" means an adult person enrolled as a member of the Meghalaya Village Defence Organisation in accordance with the provisions of these rules;
  - (j) "Naik" means the Naik of the Primary Village Defence Party;
  - (k) "prescribed" means prescribed under these rules;
  - (l) "President" means the President of the District Advisory Committee, Sub-Divisional Advisory Committee or a Thana Advisory Committee of the Meghalaya Village Defence Organization;
  - (m) "Secretary" means the Secretary of the District Advisory Committee, Sub-Divisional Advisory Committee or a Thana Advisory Committee of the Meghalaya Village Defence Organization;
  - (n) "Sub-Divisional" Advisory Village Defence Officer' means the Sub-Divisional Police Officer of the Sub-Division Concerned; and
  - (o) "Thana Village Defence Officer" means the Inspector or Sub-Inspector of Police who is posted as Officer-in-Charge of the Police Station,'
3. **Constitution of the Meghalaya Village Defence Organization.** - The entire Village Defence Organization in the State of Meghalaya shall be deemed to be one Defence Organization to assist the police by performing duties and functions as laid down in these rules. There shall be District Village -Defence Organization, Sub-Divisional Village Defence Organization, Thana Village Defence Organization and Primary Village Defence Organization. There shall also be an Advisory Committee for each Organization for organizational works of the Village Defence Organization. For Thana and Primary Village Defence Organizations there shall be a circle Organizer.
4. **Administrative control of the Meghalaya Village Defence Organization.-** The Administrative control of the Meghalaya Village Defence Organization shall be vested in -



- (1) The Chief Controller for the entire State under the control and direction of the Director General of Police.
- (2) The District Village Defence Officer, for the District concerned.
- (3) The Sub-Divisional Village Defence Officer for the Sub-Division concerned.
- (4) The Thana Village Defence Officer for the Thana concerned.
- (5) The Naik for the Primary Village Defence Organization.

#### CHAPTER - II

5. **Formation of Village Defence Primary Committee.** - (1) The Village Defence Primary Committee shall be formed by the District Village Defence Officer on the recommendation of the Thana and Sub-Divisional Village Defence Officer with one adult member from each family of the, village or group of villages. Jurisdiction of each Primary Committee will be co-terminus with the conventional boundary of the village or group of villages, as the case may be. The members of the Primary Committee will select the President and the Secretary of the Committee (nominated by the District Village Defence Officer) from amongst the Primary Committee members. The Thana Officer or his representative shall be the Convener/Organizer of the Committee who shall not be less than Sub-Inspector in rank.  
  
(2) One or more Village Defence Parties shall be formed by the Primary Committee of the village or a group of villages with a minimum of 25 adult members of the age group between 18 to 50 years. The Village Defence Parties thus formed shall apply through the Primary Committee and the Thana Village Defence Officer concerned for registration. The District Village Defence Officer, after consideration of merits and financial implication, may or may not grant registration at his discretion. Registration shall entitle the party to enjoy the benefits, powers and privileges attached to the members of the Village Defence Party. The District Village Defence Officer can however allow Unregistered Village Defence Parties also to function under special circumstances. The operational jurisdiction of a Village Defence Party shall be confined to the limits of conventional boundary of a village or group of villages out of which the Village Defence Party has been formed. The Thana Village Defence Officers may, under special circumstances, extend the operational jurisdiction of a Village Defence Party. No person having been convicted in a criminal offence shall be entitled to become a member of any Village Defence Party or Committee formed under these rules.
6. **Duties and functions of Village Defence Party.** - The duties and functions of the Village Defence Parties shall be as laid down in Section 4 and sub-section (2) of Section 6 of the Act which will be as follows: -
  - (1) to assist the police in the maintenance of law and order, peace and tranquility when needed;
  - (2) to carry out patrol and watch in the area allotted for the party to prevent theft, burglaries, dacoities and other unlawful activities for protection of public lives and properties;
  - (3) to prevent commission of crime;
  - (4) to arrest proclaimed offenders and absconders and to produce such arrested persons to the nearest Police Station/Out Post without delay;
  - (5) to carry out joint patrol with the Police/other security forces;
  - (6) to give information regarding suspicious and bad characters;
  - (7) to ensure that no undesirable element is admitted into the Organization and enlisted as member of Village Defence Parties;
  - (8) to carry on constructive works or other welfare activities in the village;
  - (9) to render necessary assistance to the police in rescue and relief work connected with natural calamity; and
  - (10) to perform any other task as may be assigned by the District Village Defence Officer from time to time.

7. **Penalty/Punishment.** - (1) Any member of a Village Defence Party who is guilty of any violation, willful breach or neglect of the duties imposed by or under these rules or who refuses to obey or comply with any lawful orders given by any competent authority under these rules, shall be liable for the following disciplinary action -
- (i) temporary suspension from membership for a period not exceeding 6 (six) months from the date of order: or
  - (ii) removal from the membership.
- (2) The District Village Defence Officer shall be competent to award these punishments after due enquiry.
8. **Grant of rewards to members of Village Defence Party.** - (1) The Chief Controller or District Village Defence Officer may grant money rewards to any Village Defence Party member for commendable services as provided for under Section 10 of the Act, which may extend upto Rs. 500/- at a time.
- (2) For higher amount of rewards, suitable cases may be recommended to the Director General of Police who may grant rewards upto Rs.1000/- at a time.
9. **Duties and functions of Naik.** - (1) The Naik shall be responsible for actually turning out members of the Village Defence Party for patrol and watch duty. He shall check the working of his Party at night as far as possible. He shall maintain a Register of members of the Village Defence Party detailed for watch or patrol duty at night.
- (2) In addition to the duties and functions specified above, the Naik of Village Defence Party shall perform duties and functions as laid down under Section 4 and sub-sections (2) and (3) of Section 6 of the Act.
10. **Duties and functions of Primary Committee, its President and Secretary.** - (1) The duties and functions of the Primary Committee shall be -
- (i) to constitute Village Defence Parties in its area;
  - (ii) to ensure smooth working of the Village Defence Parties;
  - (iii) to divide the group of villages into convenient beats for purpose of effective patrol and watch;
  - (iv) to maintain a list of members of the Village Defence Parties;
  - (v) to draw up a monthly programmed of patrol; and
  - (vi) to ensure that no undesirable element is admitted into the organization and enlisted as member of the Village Defence Party.
- (2) President of the Primary Committee -
- (i) The President of the Primary Committee shall be responsible for conducting the affairs of the Committee. He shall submit a fortnightly report of the working of the Village Defence Parties to the Secretary of the Thana Committee and to report immediately any matter of public interest affecting the conduct of business and any incident affecting the interest of the organization, law and order or welfare of the villages. He shall preside over its meetings.
  - (ii) In addition to the duties and functions specified above, he shall perform duties and functions as laid down under Section 4 and sub-section (1) to (3) of Section 6 of the Act.
- (3) Secretary of the Primary Committee -
- (i) The Secretary of the Primary Committee shall record the proceedings of the Committee meetings and forward copies of the proceedings to the Secretary of the Thana Committee.
  - (ii) In addition to the duties and functions specified above, he shall perform duties and functions as laid down under Section 4 and -sub-section (1) to (3) and Section 6 of the Act.
  - (iii) The Secretary of the Primary Committee shall maintain proper accounts of Government money received

and of articles and goods supplied by Government. He shall be responsible for loss of Government money and damage or loss of property supplied by Government. It shall be lawful for the District Village Defence Officer to make recoveries on the basis of these accounts.

- (iv) The Secretary of the Primary Committee shall submit a fortnightly report to the Secretary of the Thana Committee showing the activities of Village Defence Parties during the preceding fortnight and also submit a monthly statement in the first week of every month showing the receipt and expenditure during the previous month.

### CHAPTER - III

11. **Appointment of Circle Organizer, Village Defence Organization.** - (1) The appointment of Circle Organizer shall be made by the District Village Defence Officer who shall be the appointing and Controlling Authority.

(2) The educational qualification for the post of Circle Organizer, Village Defence Organization, shall be 10 + 2 passed. The candidate must be a citizen of India and native of the concerned District. The age limit shall not be less than 18 (eighteen) years and not more than 30 (thirty) years on the date of appointment. The upper age limit shall however be relaxed up to 35 (thirty five) years in case of Scheduled Caste/Scheduled Tribes candidates. The selected candidates must be found fit on medical examination and police verification.

12. **Service Book.** - The Service book and confidential Character Roll of Circle Organizer shall be maintained in the office of the District Village Defence Officer on appointment as Circle Organizer, Village Defence Organization.

13. **Duties and responsibilities of Circle Organizer, Village Defence Organization.** - (1) He shall be responsible for frequent supervision and guidance in regard to the duties, responsibilities and activities of the VDPs and shall keep in close touch with the Thana Village Defence Officer and Sub-Divisional Village Defence Officer regarding the functioning of the Village Defence Parties of his Circle. He shall check the Government properties issued to the Village Defence Parties and also the account of remuneration given to the Registered Village Defence Parties at least once in a month. He shall attend the monthly meetings of the Thana and Primary Committee. He shall maintain close co-operation with the Secretaries of the Thana Advisory Committee and the Primary Committee. It shall be his responsibility to ensure that the proceedings of the meeting of the Primary Committee are sent timely to the District Village Defence Officer.

(2) All Village Defence Parties in his Circle are subject to his supervision and control. He shall be responsible for making systematic arrangement for watch and ward.

(3) He shall be responsible to the (1) District Village Defence Officer, (2) Sub-Divisional Village Defence Officer and (3) Thana Village Defence Officer in respect of work of the Village Defence Parties of his Circle. In his attitude towards the aforesaid officers, he must be entirely without reserve and must keep them informed of all matters connected with the working of the Village Defence Parties in his Circle.

14. **Monthly tour diary.** - The Circle Organizer, Village Defence Organization shall submit advance tour programme to the District Village Defence Officer through the Thana and Sub-Divisional Village Defence Officers. In course of tours he shall activate the old Village Defence Parties and explore possibilities of forming new ones.

15. **Status of Circle Organizer.** - (1) The Circle Organizer shall be treated as Grade - III Government employee.

(2) The Circle Organizer, Village Defence Organization shall be on probation for 2 (two) years from the date of his appointment, after which he may be confirmed by the District Village Defence Officer.

(3) The Circle Organizer shall on appointment come under the provisions of the Meghalaya Services (Discipline and Appeal) Rules, (As adapted, the Assam Discipline and Appeal Rule, 1964).

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**CHAPTER - IV**

16. **The Duties and functions of Thana Advisory Committee.** - (1) An Advisory Committee shall be formed at each Thana with one member from each Primary Committee to be appointed by the Chief Controller on the recommendation of the District Village Defence Officer. The Thana Village Defence Officer shall be the *ex-officio* Secretary of the Thana Advisory Committee. The President of the Thana Advisory Committee shall be appointed by the Chief Controller on the recommendation of the District Village Defence Officer. He need not necessarily be a member of the Thana Advisory Committee.
- (2) The duties and functions of the Thana Advisory Committee shall be -
- (i) to watch and review the working of the Primary Committee;
  - (ii) to develop the spirit of cooperation between the police and the Village Defence Party;
  - (iii) to draw up programme of joint patrol between the police and the Village Defence Party;
  - (iv) to take steps to form additional Village Defence Parties where necessary;
  - (v) to instill enthusiasm for crime prevention and social defence among the rural population by propaganda and other measures;
  - (vi) to advise villages or group of villages for formation of Primary Committee;
  - (vii) to ensure that no undesirable element is admitted into the Organization and enlisted as member of any Village Defence Party;
  - (viii) to encourage the Village Defence Parties to take up social work for village upliftment; and
  - (ix) to organize periodic training camps/seminars for Village Defence Party members.
- (3) Duties and functions of the President of Thana Advisory Committee - It shall be the duty of the President to conduct the affairs of the Committee and preside over its meetings. He shall be responsible for proper functioning of the Thana Advisory Committee.
- (4) Duties and functions of the Secretary to the Thana Advisory Committee-
- (i) It shall be the duty of the Secretary to record the proceedings of the Thana meetings and send copies of the proceedings to the Secretary of the District/Sub-Divisional Advisory Committee.
  - (ii) He shall maintain a Register for registration of all the Primary Committees and the Village Defence Parties with the names of the members. He shall maintain a Thana Map showing the different Village Defence Parties in his jurisdiction. He shall submit a monthly report on the working of the Village Defence Parties of his area to the Secretary or the District/Sub-Divisional Committee. He shall arrange patrol parties from the Police Stations for Joint Patrol with the Village Defence Parties. He shall report immediately to the Secretary of the District/Sub-Divisional Committee any matter of public interest affecting the organization.
  - (iii) The Secretary of the Thana Committee shall be responsible for maintaining proper accounts of Government money received and disbursed and Government property received and issued to Village Defence Parties.
  - (iv) The Secretary of the Thana Committee shall submit a monthly report to the Sub-Divisional Advisory Committee showing the activities of the Primary committee and the Village Defence Parties within his area during the previous month. He shall also submit a statement to the District Village Defence Officer in the first week of every month showing the receipt and expenditure during previous month.
17. **Duties and functions of the Sub-Divisional Advisory Committee.** - (1) An Advisory Committee shall be formed in each Sub-Divisional Headquarters with 2 to 3 members from each Thana Committee to be appointed by the Chief Controller on the recommendation of the District Village Defence Officer. Sub-Divisional Village Defence Officer shall be *ex-officio* Secretary of such Committee. The President will be appointed by the Chief Controller on the recommendation of the District Village Defence Organization.

- (2) The Duties and functions of the Sub-Divisional Advisory Committee shall be -
  - (i) to recommend steps to be taken to popularise the Village Defence Parties;
  - (ii) to watch and review the working of the Thana Committee and Primary Committee;
  - (iii) to advise the officials regarding measures to be taken to ensure close cooperation between the police and the Primary Committees;
  - (iv) to advise the officials regarding holding of rallies and anniversaries;
  - (v) to advise formation of additional Village Defence Parties where incidence of crime and other circumstances warrant the same; and
  - (vi) to ensure that no undesirable elements are admitted into the Organization and enlisted as members of any Village Defence Party.
- (3) Duties and functions of President - The President shall be responsible for conducting the affairs of the Sub-Divisional Committee. In the absence of the President, the Sub-Divisional Village Defence Officer shall preside over the meetings.
- (4) Duties and Functions of Secretary - The Secretary shall record the proceedings of the Committee meetings and send copies of proceedings to the District Village Defence Officer. He shall maintain the necessary Registers and records and shall also maintain list of Primary Committees with names of the members, Thana-wise and the names of Village Defence Party members under each Primary Committee. He shall watch the working of the Thana Committees, Primary Committees and Village Defence Parties. He shall place the report of working of the Sub-Divisional Village Defence Officer before the Committee and may also apprise the Committee of the crime and law and order situation, in the Sub-Division. He shall see that such periodical report and returns as prescribed are regularly submitted by the Thana Committee and Primary Committees. The Secretary shall be responsible for keeping proper accounts of Government money and Government property.

18. **Duties and functions of District Advisory Committee.** - (1) An Advisory Committee shall be formed at each District Headquarters with at least one member from each Sub-Divisional Advisory Committee appointed by the Government on the recommendation of the District Village Defence Officer and Chief Controller. District Village Defence Officer shall be *ex-Officio* Secretary of the District Advisory Committee and the President will be appointed by Chief Controller on the recommendation of the District Village Defence Officer.

- (2) The duties and functions of the District Advisory Committee shall be -
  - (i) to recommend steps to be taken to popularise the Village Defence Organization, to encourage formation of Village Defence Parties;
  - (ii) to watch and review the working of the Sub-Divisional Committee, Thana Committees, Primary Committees and to recommend steps to be taken to rectify any defect noticed;
  - (iii) to advise the officials regarding measures to be taken to ensure close cooperation between the police and the Primary Committees;
  - (iv) to advise the officials regarding holding of rallies and anniversaries;
  - (v) to advise formation of additional Village Defence Parties where incidence of crime and other circumstances warrant the same; and
  - (vi) to ensure that no undesirable elements are admitted into the Organization and enlisted as members of any Village Defence Party or any of its Advisory Committees.
- (3) The duties and functions of the President - The President shall be responsible for conducting the affairs of the District Advisory Committee. In the absence of the President, the District Village Defence Officer shall preside over the meetings.



- (4) The duties and functions of the Secretary - The Secretary shall record the proceedings of the Committee meetings and send copies of proceedings to the Chief Controller. He shall maintain such Registers as prescribed and shall also maintain list of Primary Committees with names of members Thana-wise and the Village Defence Party members under each Primary Committee. He shall watch the working of the Thana Committee, Primary Committee and Village Defence Parties.
- (5) The Secretary of the Advisory Committee District Headquarters shall be responsible for keeping proper account of Government property.
19. **Tenure of all Committees.** - The tenure of all Committees formed under these rules shall be 5 (five) years from the date of formation of each Committee and on expiry of the terms, each Committee shall be reconstituted as provided here-in-before. The old Committee however shall continue to function till a new Committee is formed.
20. **Quorum.** - The Primary Committee shall sit once in a fortnight. The Thana Committee shall sit once in a month and the Sub-Divisional Committees shall sit at least once in three months. The quorum of each sitting of all Committees should be one third of the total members.

### CHAPTER - V

21. **Appointment duties and functions of Honorary Adviser.** - (1) Appointment and tenure - There shall be one Honorary Adviser in each District who shall be appointed by the Government out of a panel of active and respectable residents of the District prepared by a Selection Committee headed by the Deputy Inspector General/Inspector General (Range). The tenure of Honorary Adviser shall normally be 5 (five) years. The Government will, however, have the discretion to terminate the appointment at any time before completion of tenure.

#### 2) Duties and functions -

- (i) The Honorary Adviser shall endeavour to enlist active cooperation of the people towards the fulfilment of the objectives of the Village Defence Organization by organizing mass contacts, mass meetings, rallies and anniversaries, etc.;
- (ii) Organize VDP rally annually;
- (iii) Activate the existing VDPs and explore possibilities of forming new ones and give his views/recommendations in this regard to the District Village Defence Officer;
- (iv) Periodically check the position regarding payment of out of pocket money to VDPs. Keep the VDPs informed about position regarding payment of out of pocket money and supply of prescribed equipments;
- (v) Supervise the functioning of the VDPs in the District and keep the District Village Defence Officer informed about the same;
- (vi) Endeavour to develop a spirit of active cooperation between the police and the VDPs and give his advice to the District Village Defence Officer in this regard;
- (vii) To recommend steps to be taken to popularize VDPs to the District Village Defence Officer and to create enthusiasm among the local population for the activities of the VDPs;
- (viii) Periodically hold meetings with the VDPs accompanied by the Officer-in-Charge of the Police Station and In Charge of the Out Post in which role and functions of the VDPs should be explained in detail. Motivate the VDPs to discharge their functions and duties with utmost sincerity;
- (ix) Furnish views and recommendations with regard to functioning of VDPs to the District Village Defence Officer regularly;
- (x) Encourage the VDP members who are doing good work by recommending suitable money regards to them to the District Village Defence Officer; and
- (xi) Submit monthly report to the District Village Defence Officer regarding functioning of VDPs.

Honorary Adviser shall submit advance monthly tour programme to the District Village Defence Officer for approval. He will submit monthly tour diary to the District Village Defence Officer regularly.

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**CHAPTER - VI**

22. **Power and functions of District Village Defence Officers.** - (1) District Village Defence Officer shall be responsible for the proper administration of the Organization in his District. The District Village Defence Officer shall watch and supervise the working of the Organization and inspect registers and accounts maintained by the District, Sub-Divisional, Thana and Primary Committees and Village Defence Parties in their respective Districts. For the purpose of implementation of this Act, an officer of the rank of Deputy Superintendent of Police in each District will assist the District Village Defence Officer, an officer of the rank of Inspector or Sub-Inspector of Police in each Sub-Division will assist the Sub-Divisional Village Defence Officer and an officer of the rank of Sub-Inspector or Police will assist in each Police Station. There will be a Circle Organizer, Village Defence Organization in each Circle.
- (2) The District Village Defence Officer may remove any member from any of the Committees or the Village Defence Party, as the case may be, if he is of the opinion that the member remains absent or is negligent in the discharge of his duties. No disciplinary proceedings will be necessary for the purpose of such removal. However, before a member is removed, an enquiry shall be conducted and the reasons for removal clearly recorded. The order of removal along with the reasons shall be submitted for information of the Chief Controller.
- (3) The Annual Confidential Character Roll of the Circle Organizer, Village Defence Organisation. The Character Roll shall be initiated by the Sub-Divisional Village Defence Officer. Where there is no Sub-Divisional Village Defence Officer, the Character Roll will be initiated by the concerned Circle Inspector or Deputy Superintendent of Police supervising the work of Village Defence Organisation. The District Village Defence Officer will be the Reviewing Officer and the Chief Controller will be the Accepting Officer. As regards the Honorary Adviser, the District Village Defence Officer will submit a report on his work during the year to the Government through the Chief Controller and Director General of Police.
- (4) The Superintendent of Police who is the District Village Defence Officer shall be the Drawing and Disbursing Officer in respect of his Village Defence establishment in respect of (i) all contingency bills, (ii) out of pocket allowance, (iii) T.A. and D.A. to the staff of the Village Defence Organisation of his District. He shall be responsible for maintaining proper accounts of Government money as well as Government property allotted to his District.
23. **Withdrawal of or suspension of Registration of Registered Village Defence Parties.** - The District Village Defence Officer may, if he deems fit and necessary, for proper functioning of any Village Defence Party, cancel registration of such Village Defence Party in the District without assigning any reason. The Village Defence Party whose registration is cancelled shall not be entitled to any out of pocket allowance and supply of equipments from the date of such cancellation. All members and office bearers of the Party whose registration is cancelled shall cease to be vested with any powers, functions and privileges as members of the Village Defence Organisation.
24. **Power and functions of Chief Controller.** - (1) The Chief Controller shall be responsible for control, supervision and administration of the Village Defence Organisation under the control and direction of the Director General of Police. He may call for such periodical reports from District and Sub-Divisional Village Defence Officers as he considers necessary. He may inspect at any time the Registers and accounts maintained by different Committees and Village Defence Parties. The Chief Controller would be the Appellate Authority in matters of disciplinary proceedings concerning a Circle Organizer, Village Defence Organisation.
- (2) The Chief Controller shall control the budget of the entire organisation. He shall be the Drawing and Disbursing Officer in respect of his office establishment as well as of contingencies, both contract and non contract, relating to the expenditure such as (i) purchase of standard equipments for the VDPs, (ii) rewards to the VDPs, (iii) badges, (iv) anniversary and rallies, (v) Advisory Committee and (vi) Contingency for the office of the whole organization. He shall be responsible for maintaining proper accounts.

### CHAPTER - VII

26. **Out of pocket money.** - The Village Defence Parties shall received financial aid form Government as out of pocket money at the rate fixed by the Government from time to time to meet such charges as. kerosene, torchlight, batteries, stationeries, etc. Payment of out of pocket money will be contingent upon the actual functioning Of the VDPs Payment shall be made through the Secretary, Thana Committee.
27. **Supply of equipments and Arms.** - (1) Each Village Defence Party shall be supplied with the following articles to enable the VDP to carry out patrolling and watch effectively, namely. -
- |        |  |   |        |
|--------|--|---|--------|
| (i)    | Whistle with cord                          | - | 3 Nos. |
| (ii)   | Torchlight (three cells)                   | - | 2 Nos. |
| (iii)  | Lantern                                    | - | 1 No.  |
| (iv)   | Umbrella or rain coat                      | - | 5 Nos. |
| (v)    | Blanket/Great Coat                         | - | 5 Nos. |
| (vi)   | Red Sash with VDP words to be worn on duty | - | 5 Nos. |
| (vii)  | VDP Brass Badges                           | - | 5 Nos. |
| (viii) | Spears                                     | - | 5 Nos. |
| (ix)   | Naik Badge                                 | - | 1 No.  |
- (2) This scale and type of equipment may be suitable increased or modified with the prior approval of the Government. The life of each equipment shall be fixed by the Chief Controller, Village Defence Organisation by an executive order from time to time after obtaining approval of the Director General of Police.
- (3) The Secretary of the Primary Committee shall be responsible for proper care and maintenance of the articles supplied. The Naik or the leader of each Village Defence Party shall be responsible for issuing the articles to the members going out on night patrol duty and for taking them back the following morning.
28. **Registers, Report and Correspondences.** - The Following Registers, books and papers shall be maintained by the officers mentioned below, -
- (a) Chief Controller and District Village Defence Officer shall maintain -
    - (i) Cash Book;
    - (ii) Bill Register;
    - (iii) Contingency Register;
    - (iv) Acquittance Roll;
    - (v) Register of papers, receipt cheque;
    - (vi) Stock Book;
    - (vii) T.A. Bill Register;
    - (viii) Stationery Register;
    - (ix) Service stamp account Register;
    - (x) Registers of papers received and dispatched;
    - (xi) Register for Primary Committee and VD Parties;
    - (xii) Register for Minutes of Meetings;
    - (xiii) Inspection Register; and



- (xiv) Rewards and punishment Register.
  - (b) Secretary, Sub-Divisional Advisory Committee shall maintain -
    - (i) Register of Primary Committee and Village Defence Parties;
    - (ii) Register of Minutes of meeting; and
    - (iii) Register of papers received and dispatched.
  - (c) Secretary, Thana Committee shall maintain -
    - (i) Cash Account Book;
    - (ii) Stock Book;
    - (iii) Register for Primary Committee and VDP members;
    - (iv) Register for Minutes of the meetings;
    - (v) Register for papers received and dispatched; and
    - (vi) Inspection Register.
  - (d) Secretary, Primary Committee shall maintain -
    - (i) Cash Account Book;
    - (ii) Stock Book;
    - (iii) List of Village Defence Party members in a Register;
    - (iv) Register for Minutes of meetings;
    - (v) Duty Register;
    - (vi) Register for papers received and dispatched; and
    - (vii) Inspection Register.
29. **Other Provisions.** - (1) Badges and Sash - Red Sash with words "V.D.P." and Brass "B.D.P." Badge shall be worn when on duty. It shall be the duty of the Naik to issue items when detailing Village Defence Party members for duty. The Naik shall wear a brass badge "Naik" which may be provided by the District Village Defence Officer. The type, patters, design and other specifications of such badges shall be as determined by the Chief Controller.
- (2) Danger Signals - Danger or alarm signals at the time of actual or anticipated danger shall be given in the following manner -
- (a) Quick ringing or an improvised bell giving sound loud enough to be heard from all corners of the village forming the beat. The improvised bell shall be hung in the centre of the village preferable in an elevated place or in an office building.
  - (b) Drums may be kept for quick beating.
  - (c) While on patrolling or watch duty, alarms shall be given by the patrol or watch party by blowing the whistle in quick successive short blast.
  - (d) The Secretary of the Thana Committee shall give the Naik of Village Defence Parties training in alarm and danger signals. Police Officers visiting the Village Defence Parties shall also give instructions in using the alarm signals.
30. **Existing parties.** - All the existing Village Defence Parties shall continue to function but they shall come under this new rules.

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31. **Office Bearers.** - All office bearers of the Village Defence Organisation shall be deemed to be the members of the "Meghalaya Village Defence Organisation".
32. **OATH.** - Every member of the Village Defence Organization shall be required to take the following oath before the President and the Secretary of the Primary Village Defence Committee.

#### FORM OF OATH/SOLEMN AFFIRMATION

I Shri ..... In the name of God and humanity take this solemn oath/solemnly affirm and promise that I will exercise vigilance and protect my village and my country from thieves, robbers, dacoity and those disturbing peace and order and other anti social elements and with all my power and energy will serve at all times and under all circumstances, the humanity and my country, I will carry out always and at all times all the lawful orders of my superior officers.

#### "SO HELP ME GOD"

33. **Relaxation, Interpretation and saving.** - Where Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may dispense with or relax that rule to such extent and subject to such conditions as it may consider necessary to deal with the case in a just and equitable manner:

**Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in these rules.**

Addl. Chief Secretary to the Govt. of Meghalaya,  
Home (Police) Department.